

Welcome to the DOI Learn Mandatory Training Tutorial

In this tutorial you will learn how to access all DOI mandatory training (such as the ***Federal Information Systems Security Awareness; Records Management; and Orientation to the Privacy Act***) in the DOI Learn Learning Management System.

You may begin by accessing the DOI Learn website at <https://doilearn.doi.gov> as highlighted below.

The image displays two screenshots of the DOI Learn website, illustrating the login process. The top screenshot shows the initial login page with a callout box stating: "To access all DOI Mandatory training, please go to <https://doilearn.doi.gov>." Another callout box points to the "Please Log On:" form, stating: "Log On to the DOI Learn system using the user name and password you created upon initial log on." A third callout box points to the "Log On >>" button, stating: "Remember, in order to access DOI Mandatory online training you must first complete the initial set-up process, as outlined in the initial setup tutorials which include the review of the Browser Settings Document indicated below." The bottom screenshot shows the same login page, but with the "User Name" field filled with "ljarrett" and the "Password" field filled with "*****". A callout box points to the "Log On >>" button, stating: "Click Log On to access your account." The website header includes the Department of the Interior logo and the text "Welcome to the Department of the Interior's Learning Management System DOI LEARN". The footer includes a "Privacy Act" link and an "Accessibility" link.

Department of the Interior DOI LEARN Management Portal Login [MaestroC/] - Microsoft Internet Explorer

Address: <https://doilearn.doi.gov/>

Welcome to the Department of the Interior's Learning Management System
DOI LEARN

Please enter your User Name and Password to access the web site.

Public Catalog Login

Please Log On:

User Name:

Password:

Turn on 508 Compliance?
☐ Yes ☒ No

[I forgot my password](#)

Log On >>

If you need assistance, and/or login instructions, contact GeoLearning at: doilearn@geolearning.com or (866) 466-1998

[Privacy Act](#) [Accessibility](#)

To avoid technical difficulties while using the DOI LEARN application, please refer to this [browser settings document](#), to adjust your browser settings.

DOI LEARN
Exceptional Development for GREAT

Department of the Interior DOI LEARN Management Portal Login [MaestroC/] - Microsoft Internet Explorer

Address: <https://doilearn.doi.gov/>

Welcome to the Department of the Interior's Learning Management System
DOI LEARN

Please enter your User Name and Password to access the web site.

Public Catalog Login

Please Log On:

User Name:

Password:

Turn on 508 Compliance?
☐ Yes ☒ No

[I forgot my password](#)

Log On >>

If you need assistance, and/or login instructions, contact GeoLearning at: doilearn@geolearning.com or (866) 466-1998

[Privacy Act](#) [Accessibility](#)

To avoid technical difficulties while using the DOI LEARN application, please refer to this [browser settings document](#), to adjust your browser settings.

DOI LEARN
Exceptional Development for GREAT

Click Log On to access your account.

National Business Center/DOI University DOI LEARN Management Portal : Welcome - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home My Web Mail My Yahoo! Games NCAA Hoops Music

Address <https://doilearn.doi.gov/MaestroC/?CFID=191592&CFTOKEN=67813972> Go Links

NBC/DOIU DOI LEARN Management Portal Log Off My Courses Catalog Enable Text-Only Help

U.S. Department of the Interior National Business Center DOI UNIVERSITY Value in Learning

Welcome JOELLEN JARRETT (Student)

Welcome My Courses Library Communication Course Catalog Administration Help Desk

Welcome About

Welcome

Welcome to the **National Business Center/DOI University DOI LEARN Management Portal**.

DOI LEARN is an internet/web-based system designed to capture, manage, view and report information specific to training, both online and instructor-led, for all DOI employees.

Please note: All Department of the Interior employees will have all DOI Mandatory training added to their Online Courses through a Learning Plan. Please note some screens may have changed.

To access your Online Courses, click on the [My Courses](#) link.

Privacy Act Accessibility

<http://doilearn.doi.gov/MaestroC/index.cfm?room=myrecords&roomaction=myrecords> Internet

National Business Center/DOI University DOI LEARN Management Portal : My Courses - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home My Web Mail My Yahoo! Games NCAA Hoops Music Answers Personals Sign In

Address <http://doilearn.doi.gov/MaestroC/index.cfm?room=myrecords&roomaction=myrecords> Go Links

NBC/DOIU DOI LEARN Management Portal Log Off My Courses Catalog Enable Text-Only Help

Welcome JOELLEN JARRETT (Student)

Welcome My Courses Library Communication Course Catalog Administration Help Desk

About Online Courses Instructor-led Courses Learning Plan All Training Reference Student Transcript Notes

My Courses

Online Courses

Welcome to My Courses. Here you can access Online and Instructor-led classes.

Online Courses
Instructor-led Courses
Learning Plan
All Training
Reference
Student Transcript
Notes

Next, click on the [Online Courses](#) link.

Privacy Act Accessibility

<http://doilearn.doi.gov/training/mycourses/index.cfm?displaytype=online&roomaction=online> Internet

National Business Center/DOI University DOI LEARN Management Portal : My Courses - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address http://dolearn.doi.gov/training/mycourses/index.cfm?displaytype=online&roomaction=online

Search Web My Web Mail My Yahoo! Games NCAA Hoops Music Answers Personals Sign In

NBC/DOIU DOI LEARN Management Portal Log Off My Courses Catalog Enable Text-Only Help

Welcome JOELLEN JARRETT (Student)

Online Courses

#	Course Name	Status	Options
1.	2006 Federal Information Systems Security Awareness	Not Attempted	View Summary > Print SF-182 >
2.	Career Planning and the IDP	Completed	View Summary > Print SF-182 >

Legend:
Certification Course

On the Online Courses page the mandatory courses will be listed here, for example the 2006 Federal Information Systems Security Awareness training. Click on the course title to access the training.

Please Note: All DOI Mandatory Training courses to include but not limited to the Federal Information Systems Security Awareness; Records Management Awareness; and Orientation to the Privacy Act will be listed here upon official release date Department and/or bureau wide.

Done

National Business Center/DOI University DOI LEARN Management Portal : My Courses - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address http://dolearn.doi.gov/training/mycourses/index.cfm?displaytype=online&roomaction=online

Search Web My Web Mail My Yahoo! Games NCAA Hoops Music Answers Personals Sign In

NBC/DOIU DOI LEARN Management Portal Log Off My Courses Catalog Enable Text-Only Help

Welcome JOELLEN JARRETT (Student)

Online Courses

#	Course Name
1.	2006 Federal Information Systems Security Awareness
2.	Career Planning and the IDP

Legend:
Certification Course

http://component.geolearning.com - 2006 Federal Information Systems Security Awareness - Microsoft Internet ...

Lesson Name	Status	Score	Time	Number of Attempts
2006 Federal Information Systems Security Awareness				

Clicking on the previous link will open this window. You must now click on the link indicated here to launch the course.

http://component.geolearning.com - 2006 Federal Information Systems Security Awareness - Microsoft Internet Explorer

You have now accessed the **Welcome Page** of the course.

Before you begin, make sure that you have reviewed the **Browser Settings** document.

Welcome

U.S. Department of the Interior
NBC
National Business Center

Welcome to this Department of the Interior online course. For optimal performance, you should view this course using Microsoft® Internet Explorer version 5.0 or higher on the Microsoft® for Windows® operating system. For optimal performance on Macintosh, use OS 10.3 and either IE 5.2 or Safari.

If you experience problems, telephone the Government Online Help Desk at (888) 722-3647.

Help Enter the Course

Click on **Enter the Course** to begin.

Downloading picture http://component.geolearning.com/courses/DOI431_LMS/1594/intcomp_508/wel

Certificati

Done

http://component.geolearning.com - 2006 Federal Information Systems Security Awareness - Microsoft Inter...

DOI UNIVERSITY 2006 Federal Information Systems Security Awareness

Resources > Less
Glossary >
Help >
Sound >

Upon successful completion of the course, click on the **Quit** button in the lower left hand corner of this screen or in some cases, it may be in the upper right hand corner.

Please be assured your progress will be tracked with proper exit.

Post-Assessment
Course Summary
Conclusion

Quit

Quit the course now

http://component.geolearning.com/courses/DOI431_LMS/1594/html_508/1594/CourseMap.html/Prog

Certification Course

Done

Management Portal Log Off | My Courses | Catalog | Enable Text Only | Help

Business - Microsoft Internet ... Welcome JOELLEN JARRETT (Student)

Score	Time	Number of Attempts
-	01:01:38	6

Done

National Business Center/DOI University DOI LEARN Management Portal : My Courses - Microsoft Internet Explorer

Address: <http://doilearn.doi.gov/training/mycourses/index.cfm?displaytype=online&roomaction=online>

Welcome JOELLEN JARRETT (Student)

2006 Federal Information Systems Security Awareness

Lesson Name	Status	Score	Time	Number of Attempts
2006 Federal Information Systems Security Awareness	Completed	100%	01:04:49	7

Please wait as your results will appear here momentarily.

To close, click on the X in the upper right hand corner of this window.

Done

National Business Center/DOI University DOI LEARN Management Portal : My Courses - Microsoft Internet Explorer

Address: <http://doilearn.doi.gov/training/mycourses/index.cfm?displaytype=online&roomaction=online>

Welcome JOELLEN JARRETT (Student)

Online Courses

List of Online Registered Courses

#	Course Name	Status	Actions
1.	2006 Federal Information Systems Security Awareness	Completed	Print SF-182 > Completion Certificate > Feedback >
2.	Career Planning and the IDP		

Again, your new results will not automatically appear on this screen. You must refresh to print your certificate, provide feedback and/or complete any surveys associated with the course.

Done

National Business Center/DOI University DOI LEARN Management Portal : My Courses - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://doilearn.doi.gov/training/mycourses/index.cfm?displaytype=online&roomaction=online

Search Web Search My Web Mail My Yahoo! Games NCAA Hoops Music Answers Personals Sign In

NBC/DOIU DOI LEARN Management Portal Log Off My Courses Catalog Enable Text-Only Help

Welcome JOELLEN JARRETT (Student)

Welcome My Courses Library Communication Course Catalog Administration Help Desk

About Online Courses Instructor-led Courses Learning Plan All Training Reference Student Transcript Notes

Online Courses

List of Online Registered Courses

#	Course Name	Status	Options
1.	2006 Federal Information Systems Security Awareness	Completed	View Summary > Print SF-182 > Completion Certificate > Survey >
2.	Career Planning and the IDP	Completed	View Summary > Print SF-182 > Completion Certificate > Feedback >

1

Legend:
Certification Course

Privacy Act Accessibility

Click on the link to start Survey.

http://doilearn.doi.gov/training/student/dsp_launchtest.cfm?intCourseID=5166&tab=88&UserID=47929 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://doilearn.doi.gov/training/student/dsp_launchtest.cfm?intCourseID=5166&tab=88&UserID=47929

Search Web Search My Web Mail My Yahoo! Games NCAA Hoops Music Answers Personals Sign In

NBC/DOIU DOI LEARN Management Portal Log Off My Courses Catalog Enable Text-Only Help

Welcome JOELLEN JARRETT (Student)

Welcome My Courses Library Communication Course Catalog Administration Help Desk

About Online Courses Instructor-led Courses Learning Plan All Training Reference Student Transcript Notes

My Course: 2006 Federal Information Systems Security Awareness

Course Instructor Class Status Testing Score Survey

You can take the following survey(s) for the course 2006 Federal Information Systems Security Awareness:

2006 Information Systems Security Awareness Course Evaluation

As indicated here, you may now take the Survey associated with the training. Click on the Survey to begin.

http://doilearn.doi.gov/training/student/tr_SurveyListTest.cfm?testid=478&intCourseID=5166

Internet

http://doilearn.doi.gov/training/student/dsp_launchtest.cfm?intCourseID=5166&tab=8&UserID=47929 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address http://doilearn.doi.gov/training/student/dsp_launchtest.cfm?intCourseID=5166&tab=8&UserID=47929

Search Web My Web Mail My Yahoo! Games NCAA Hoops Music Answers Personals Sign In

NBC/DOIU DOI LEARN Management Portal Log Off My Courses Catalog Enable Text-Only Help

Welcome JOELLEN JARRETT (Student)

Welcome My Courses Library Communication Course Catalog Administration Help Desk

About Online Courses Instructor-led Courses Learning Plan All Training Reference Student Transcript Notes

My Course: 2006 Federal Information Systems Security Awareness

Course Instructor Class Status Testing Score Survey

Survey: 2006 Information Systems Security Awareness Course Evaluation

Have you taken online training before?

☐ Yes
☐ No

How do you rate the navigation / ease of use?

☐ Awful
☐ Poor
☐ Fair
☐ Good
☐ Excellent

How do you rate the quality of the content?

☐ Awful
☐ Poor
☐ Fair
☐ Good
☐ Excellent

How do you rate the usefulness for your work?

☐ Awful
☐ Poor
☐ Fair
☐ Good
☐ Excellent

Comments:

Answer all questions and scroll down if necessary to Submit the Survey.

Done Internet

http://doilearn.doi.gov/training/student/dsp_launchtest.cfm?intCourseID=5166&tab=8&UserID=47929 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Home

Address http://doilearn.doi.gov/training/student/dsp_launchtest.cfm?intCourseID=5166&tab=8&UserID=47929

Search Web My Web Mail My Yahoo! Games NCAA Hoops Music Answers Personals Sign In

NBC/DOIU DOI LEARN Management Portal Log Off My Courses Catalog Enable Text-Only Help

Welcome JOELLEN JARRETT (Student)

Welcome My Courses Library Communication Course Catalog Administration Help Desk

About Online Courses Instructor-led Courses Learning Plan All Training Reference Student Transcript Notes

My Course: 2006 Federal Information Systems Security Awareness

Course Instructor Class Status Testing Score Survey

Survey: 2006 Information Systems Security Awareness Course Evaluation

Have you taken online training before?

☒ Yes
☐ No

How do you rate the navigation / ease of use?

☐ Awful
☐ Poor
☐ Fair
☐ Good
☒ Excellent

How do you rate the quality of the content?

☐ Awful
☐ Poor
☐ Fair
☐ Good
☒ Excellent

How do you rate the usefulness for your work?

☐ Awful
☐ Poor
☐ Fair
☐ Good
☒ Excellent

Comments:

GREAT TRAINING!!

Submit

Click on the Submit button to complete the survey.

http://doilearn.doi.gov/training/student/dsp_launchtest.cfm?intCourseID=5166&tab=8&UserID=47929 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Print Mail My Web Mail My Yahoo! Games NCAA Hoops Music Answers Personals Sign In

Address http://doilearn.doi.gov/training/student/dsp_launchtest.cfm?intCourseID=5166&tab=8&UserID=47929

Search Web Search My Web Mail My Yahoo! Games NCAA Hoops Music Answers Personals Sign In

NBC/DOIU DOI LEARN Management Portal Log Off My Courses Catalog Enable Text-Only Help

Welcome JOELLEN JARRETT (Student)

Welcome My Courses Library Communication Course Catalog Administration Help Desk

About Online Courses Instructor-led Courses Learning Plan All Training Reference Student Transcript Notes

My Course: 2006 Federal Information Systems Security Awareness

Course Instructor Class Status Testing Score Survey

Thank you for your participation!

Use the Navigation Bar above to continue.

Upon completion, you will receive the following message. To return to the previous screen, click on the **Online Courses** tab.

Done Internet

National Business Center/DOI University DOI LEARN Management Portal : My Courses - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Print Mail My Web Mail My Yahoo! Games NCAA Hoops Music Answers Personals Sign In

Address http://doilearn.doi.gov/training/mycourses/index.cfm?displaytype=online&roomaction=online

Search Web Search My Web Mail My Yahoo! Games NCAA Hoops Music Answers Personals Sign In

NBC/DOIU DOI LEARN Management Portal Log Off My Courses Catalog Enable Text-Only Help

Welcome JOELLEN JARRETT (Student)

Welcome My Courses Library Communication Course Catalog Administration Help Desk

About Online Courses Instructor-led Courses Learning Plan All Training Reference Student Transcript Notes

Online Courses

List of Online Registered Courses

#	Course Name	Status	Options
1.	2006 Federal Information Systems Security Awareness	Completed	View Summary > Print SF-182 > Completion Cert Survey(s) >
2.	Career Planning and the IDP	Completed	View Summary > Print SF-182 > Completion Cert Feedback >

1

Legend:
Certification Course

You have successfully completed your current mandatory requirement for the specified training and may now exit DOI Learn. Click on the **Log Off** link indicated above to exit the system.

Privacy Act Accessibility

Internet

